**DAUGHTERS OF PENELOPE DISTRICT #11**

**FORM SCHEDULE 2020-2021**

**FOR ALL CHAPTERS OF BUCKEYE DISTRICT #11**

**KEEP THIS GUIDELINE FOR FUTURE REFERENCE**

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| **FORM** | **DUE DATE** | **BY WHOM** | **TO WHOM** |
| District Obligations Form (with payment) (1 page)\* | **DECEMBER 1, 2020** | Chapter Treasurer | District Treasurer |
| Chapter Remittance (with payment) (1 page)\*\*  <http://www.daughtersofpenelope.org/pdfs/Chapter_Remittance_Form.pdf> | **DECEMBER 31, 2020** | Chapter Treasurer | Supreme HQ |
| National Obligations Projects Form (with payment) (1 page)\*\*  <http://www.daughtersofpenelope.org/pdfs/National_Obligations_Form.pdf> | **MARCH 31, 2021** | Chapter President & Secretary | Supreme HQ |
| Report to the District Convention Credentials Committee (3 pages)\* | **MAY 15, 2021** | Chapter President & Secretary | \*\*\*District Secretary, District Lodge |
| In Memory Of  (1 page)\*\*  <http://www.daughtersofpenelope.org/pdfs/In_Memory_Form.pdf> | **MAY 15, 2021** | Chapter President & Secretary | \*\*\*District Secretary, District Lodge &  Supreme HQ |
| Chapter Year-End Report to the District Convention (5 pages)\* | **MAY 15, 2021** | Chapter President, Secretary & Treasurer | \*\*\*District Governor, District Secretary& District Lodge |
| Chapter Election Results  (1 page)\*\*  <http://www.daughtersofpenelope.org/pdfs/Chapter_Election_Form.pdf> | **MAY 15, 2021** | Chapter President & Secretary | \*\*\*District Governor, District Secretary, District Lodge, Grand Liaison & Supreme HQ |
| Daughter of the Year Application\* | **MAY 15, 2021** | Chapter President | \*\*\*District Governor |
| Penelope Scroll Submission  <http://www.daughtersofpenelope.org/pdfs/Penelopes_Scroll_Submission_Information.pdf> | **January 15, 2021 and May 15, 2021** |  | **penelopesscroll@gmail.com** |
| Supreme Convention Delegate/Alternate Form (2 pages)\*\*  <http://www.daughtersofpenelope.org/pdfs/DOP_Nat_Delegate_and_Alternate_Form.pdf> | **JUNE 1, 2021** | Chapter President & Secretary | Supreme HQ |
| Penelope of the Year Application (5 pages)\*\* | **JUNE 1, 2021** | Chapter President & Secretary | District Governor  (certified mail, return receipt requested) |
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**\*These forms are at www.buckeyedistrict11.org under Daughters of Penelope.**

**\*\*These forms are at www.daughtersofpenelope.org under Forms.**

**\*\*\*These completed forms may be scanned and emailed.**

**SEE NEXT PAGE FOR CONTACT INFORMATION**

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| --- | --- |
| **OFFICE HOLDER** | **CONTACT INFORMATION** |
| DISTRICT GOVERNOR | Sue Bacas  12 Spirea Dr.  Dayton, OH 45419  Phone: (936) 416-9849  Email: [sueladop@gmail.com](mailto:sueladop@gmail.com) |
| DISTRICT SECRETARY | Tula A. O’Neal  PO Box 3594  Youngstown, OH 44513  Phone: (330) 503-7235  Email: [taoneal117@gmail.com](mailto:taoneal117@gmail.com) |
| DISTRICT TREASURER | Nicole Bacas  921 Buckingham Rd.  Dayton, OH 45419  C: (937) 902-4694  kira01.dop@gmail.com |
| DISTRICT LODGE | Email: [doplodge@buckeyedistrict11.org](mailto:doplodge@buckeyedistrict11.org) |
| SUPREME HQ | Daughters of Penelope Supreme Headquarters  1909 Q Street, NW, Suite 500  Washington, DC 2009  Email: [dophq@ahepa.org](mailto:dophq@ahepa.org)  NOTE: HEADQUARTERS WILL ACCEPT THE DELEGATE FORM VIA FACSIMILE AT 202-483-6983 IF RECEIVED BY 11:50 P.M. ON JUNE 1st.  THE FAX MUST HAVE THE TIME AND DATE APPEARING ON IT.  THE FORM CAN ALSO BE SCANNED AND EMAILED TO [elena@ahepa.org](mailto:elena@ahepa.org) BY 11:50 P.M. ON JUNE 1st AS WELL. |
| GRAND LIAISON | Grand Governor Zone II  Gretchen Holtsinger  710 Ridge Rd.  Wimberley, TX 78676  Cell: 713-569-1700  Email: holtsinger@att.net |